



Mayor Jim Gray

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

Division of Fire and Emergency Services
Fire Prevention

Keith Jackson, Fire Chief

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Fire Safety in Hotels & Motels

Fires in Hotels / Motels always present special problems; however, major life threatening fires in hotels are rare. Should you encounter one, your chances of survival will be improved if you apply these common sense guidelines. The Fire Prevention Bureau of the Lexington Fire Department has put together this information to give some practical advice on fire prevention, code compliance and general safety tips.

General Fire Code Questions

- Are exit doors and routes to them indicated by illuminated EXIT signs?
- Is there emergency lighting for the exit ways and exit stairs?
- Are there any obstructions in corridors, exit doorways, exit stairs, and other routes that constitute exit ways for occupants?
- Do exit doors from meeting areas swing out?
- Are exit doors locked or secured in any way that would prevent ready use of the door?
- Are doors which could be mistaken for an exit marked properly? At least, DO NOT EXIT.
- Do doors to exit stairs close and latch automatically after use and remain properly closed?
- Are you able to access the guest room floor from the exit stairs?
- Are instructions prominently displayed in each guest room giving details of the fire alarm signal and indicating locations of the nearest exits?
- Are guest room doors self-closing and free of transoms or louvers that might permit penetration of smoke into the room?
- Is there a sign clearly visible in each elevator lobby station that states "Elevators are not to be used during a fire?"
- Are there signs posted at the principal entrance to meeting and facility rooms, specifying maximum number of occupants?
- Are the provided exits remote from each other so that occupants are able to use alternatives if one exit becomes unusable in an emergency?
- Are folding partitions or air walls arranged so as not to obstruct access to required exits?
- Are there mirrored surfaces near exits that might create confusion for evacuees?
- Do meeting rooms have sufficient exits to allow the number of occupants to leave readily, based on the following rate?
a. More than 1,000 - 4 exits (minimum) **b.** 500-1,000 - 3 exits **c.** 50-499 - 2 exits
- Are all corridors, stairways, and aisles free of temporary or permanent storage, including laundry, chairs, tables, room service trays, and trash?
- Is there a designated senior staff person responsible for on-site fire safety inspections?
- Does your facility have an established operating emergency procedure in case of fire?
- Is there a fire alarm system to alert the guests of a fire?

H O R S E C A P I T A L O F T H E W O R L D

General Fire Alarm Information:

- When an alarm activates, always have someone physically check and verify the cause prior to the Fire Department arrival. Do not reset the alarm system until the Fire Department arrives and confirms the cause of the activation of the alarm.
- If your employees can confirm the alarm cause is a non-emergency they can silence the alarm but do not reset the system until the Fire Department arrives and confirms.
- Do not tell employees to ignore any alarm or tell the guests to ignore an alarm.
- It is the responsibility of owners / managers to train all employees in the proper procedure when the alarm sounds to insure the safety of all occupants of the facility.

The Division of Fire, Community Services Bureau is available to help train employees in areas such as evacuation drills, fire extinguisher training, or any other fire related training your staff may need. They can be reached by calling 231-5668.

Record keeping of inspections:

- Sprinkler / Alarm: Inspected annually by licensed contractors
- Range Hood Systems: Inspected every six months and cleaned as needed
- Smoke Alarms: Inspect and log monthly
- Boilers: Inspected every two years by State Boiler Inspector

Should you have questions please call the Fire Prevention Bureau at 231-5668